

**Instructions for completing  
“APPLICATION FOR WASTEWATER TREATMENT PLANT  
OPERATOR EXAMINATION AND/OR CERTIFICATION”**

**I. EXAMINATION AND/OR CERTIFICATION GRADES AND FEES**

- A. If you are applying for an examination, check  the box of the Grade I, II, III, IV, or V operator examination that you want to take and attach a check or money order for the appropriate fee made payable to: **State Water Resources Control Board (or SWRCB)**. A portion of the fee is nonrefundable. [See Article 8, § 3717 (b) and (c) of the Regulations].
- B. If you are applying for a certificate, check  the box of the Grade I, II, III, IV, or V operator certificate that you are applying for, and attach a check or money order for the appropriate fee made payable to: **State Water Resources Control Board (or SWRCB)**.
- C. If you are applying for reciprocity, check  the box and also check  the appropriate Grade I or II in section B. Add the \$50 reciprocal fee to the certification fee, and attach a check or money order made payable to: **State Water Resources Control Board (or SWRCB)**.

**Also include the date of the last written examination that you passed (must be within the last 4 years), and a copy of your current wastewater certification.**

- D. If you are applying for an Operator-in-Training (OIT) certificate, check  the box and also check  the appropriate grade in section B. If you have NOT taken and passed a written examination, the Grade I OIT is the appropriate grade. If you have passed a written examination (grades II – V) and would like to apply for the OIT at the higher grade, you may check the appropriate box and attach a check or money order for the appropriate fee made payable to: **State Water Resources Control Board (or SWRCB)**.

**II. OPERATOR INFORMATION**

- A. Type or print your last name, first name, and middle name. If this is not legible it will delay processing the application and/or you may be listed incorrectly in our computer and files.
- B. Type or print your current mailing address. You must notify the OOC of any change of address so that we can keep our files current, notify you of program information, and send a renewal notice.
- C. Provide your work and home telephone numbers so that we may contact you with questions concerning this application.
- D. Provide your date of birth and social security number to assure proper identification.
- E. If you have a valid California Wastewater Treatment Plant Operator Certificate or Operator-in-Training Certificate, please provide the Grade and number.
- F. Please give the branch and number of your valid Professional Engineer's Registration.

**III. EDUCATION AND TRAINING**

- A. Circle the number that represents the highest grade attended in elementary and high school.
- B. If you graduated from high school. Attach a copy of your high school diploma. If you did not graduate from high school, circle NO. High school equivalence may be obtained; 1) by substituting six educational points for each uncompleted year of high school through grade 12; or 2) by passing an approved General Educational Development (GED) test; or 3) by obtaining a Certificate of Proficiency issued by the State Board of Education. Attach copies of; 1) the substituting educational points; or 2) proof of passing your GED; or 3) a copy of your Certificate of Proficiency.
- C. If you graduated from college, circle YES. Give the major and degree earned. List graduation date and give the name and location of the college. Attach a copy of your college transcripts. If you did not graduate from college, circle NO. However, if you have completed college courses, attach a copy of your college transcripts.
- D. In addition to B. & C. above, attach copies of Certificates of Completion received for completed courses related to wastewater/water treatment. The Office of Operator Certification (OOC) must review and approve all courses.

#### IV. WASTEWATER TREATMENT PLANT OPERATING EXPERIENCE

*Note: The Applicant and the Chief Plant Operator should provide this information.*

- A. Give the inclusive dates of your employment as an operator and the average number of hours per week that you work in the actual operation of the Wastewater Treatment Plant.
- B. List your job classification/position title, i.e. Operator I, at the Wastewater Treatment Plant.
- C. List the duties that you perform as a Wastewater Treatment Plant Operator. This means the day-to-day activities primarily consisting of the control of any process which may affect the quality of the Plant's discharge.
- D. Type or print the name of the Wastewater Treatment Plant.
- E. Give both the street address and mailing address of the Wastewater Treatment Plant.
- F. Give the design flow and treatment processes, i.e. 0.5 MGD, Primary, Activated Sludge, etc.
- G. Give the name and telephone number of your supervisor. This is the certified operator who inspects the performance of your work.

#### V. & VI. ADDITIONAL WASTEWATER TREATMENT PLANT EXPERIENCE

If you were employed as a certified operator at other Wastewater Treatment Plants, provide the same information as requested in items A through G above for each plant.

#### VII. SIGNATURE OF CHIEF PLANT OPERATOR

If employed, the application submitted to the OOC **MUST** include the Chief Plant Operator's (CPO) **ORIGINAL** signature and be dated. If more than one page of experience is submitted, please be sure the CPO's signature and date is included on each page. List the Chief Plant Operator's certificate Grade and number. A copy will delay processing of this application.

#### VIII. SIGNATURE OF APPLICANT

The application submitted to the OOC **MUST** include the applicant's **ORIGINAL** signature and be dated. Please retain these instructions and make a copy of your complete application for your files. Mail the original completed application package and fee to:

State Water Resources Control Board  
Office of Operator Certification  
PO Box 944212  
Sacramento, CA 94244-2120

Please xerox the page detailing wastewater treatment plant experience if additional space is needed.

Direct any questions concerning this application to: (916) 341-5819.

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#### PRIVACY ACT DISCLOSURE

This information is requested by the STATE WATER RESOURCES CONTROL BOARD, OFFICE OF OPERATOR CERTIFICATION. The authority for maintaining the requested information is the California Code of Regulations, Division 4, Chapter 14. All information requested on the application form must be provided by the applicant for certification. Failure to complete any portion of this form may result in delay or denial of eligibility for certification. The information provided is used to evaluate the applicant's eligibility for certification as a Wastewater Treatment Plant Operator. No transfers of this information are anticipated. For more information, or access to your records, contact the Office of Operator Certification, PO Box 944212, Sacramento, CA 94244-2120, Phone (916) 341-5819.

#### TIME LIMITS

Time limits have been established for the processing of permit applications. These time limits are attached. Persons whose applications have not been processed within the time limits prescribed by statute or regulations may appeal to the Secretary for Environmental Protection. Appeals must be filed within 30 days of the date the time periods were allegedly exceeded. If the Secretary finds that the time limits have not been met, and the environmental agency did not have good cause why the time limits have not been met, the Secretary may direct the environmental agency to process the application by a specified date and so inform the applicant. For permits subject to the Perform Reform Act of 1981 (Government Code Sections 15374, et seq.), the Secretary may also order that the applicant receive a reimbursement of all filing and permit processing fees.

**ATTACHED TIME LIMITS:** The division shall notify applicants in writing within thirty (30) calendar days of receipt of an examination application form and fees whether it is complete or deficient. The division shall issue a certificate within thirty (30) calendar days of receipt of a completed application form and fees, or inform the applicant of the reason the certificate will not be issued.